

# Technology Plan Guidelines

District Name \_\_\_\_\_

## 2005-2008 Technology Plan Submission

The District Technology Plan is a document that, as its name implies, guides the district in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage. In addition, Technology Plans are a requirement for federal E-Rate funding as well as Title II grant applications. The South Dakota Department of Education has developed the following standardized organization to assist school districts in developing/revising their plans. Along with these guidelines, Internet sites have also been included that provide further guidance.

It is recommended that this format is followed when compiling the District Technology Plan. Our review of each Plan will be guided by the items listed under each section. Items listed as suggestions are not mandatory. If a required item is not adequately addressed for compliance, needed improvements will be listed as **Weaknesses** and will need to be addressed before the submitted technology plan will be approved. If an item is listed as a **Suggestion** in the comments area, it is not required to be addressed prior to approval, but is a recommendation to help assist improving the quality of future plans. Strengths are items the reviews considered strong points in the plan. Any changes that might need to be submitted after the plan is reviewed can either be submitted as an addendum to the submitted plan or the original plan can be edited and resubmitted.

Plans can be submitted electronically (Microsoft Word, PDF) to [jeanette.meade@state.sd.us](mailto:jeanette.meade@state.sd.us) or a copy can be mailed to the

Technology Plan Submissions, South Dakota Department of Education; Office of Curriculum, Technology and Assessment; 700 Governors Drive, Pierre, SD 57501

It is strongly advised that the **district take the enclosed form and list corresponding page numbers to each bulleted item** to ensure all sections are covered in your submission and to provide easy reference for the reviewer.

### CHAPTER 1 – VISION AND GOALS

#### 1. Technology Committee (State Requirement)

- List the Technology Committee members responsible for this plan.
- List committee meeting dates/times.

Page  
Page

#### Description:

This section should include the committee that worked on the plan, as well as their role and cross section of the school population they are representing. A good technology plan is developed by a committee to help create ownership in the stakeholders.

#### Strengths:

#### Weaknesses:

#### Suggestions:

## 2. Vision (E-rate, Title II Part D Requirement)

- State your District vision. It needs to incorporate technology and be futuristic in nature.

Page

<b>Description:</b>
<b>Strengths:</b>
<b>Weaknesses:</b>
<b>Suggestions:</b>

## 3. Needs Assessment (E-rate, Title II Part D Requirement)

- Give a short concise summary of what the district is currently doing in the use of technology **Page**
- List all groups that data was collected from (i.e. Staff, Students, Graduates, Parents, Businesses, etc.) **Page**
- Explain what areas were assessed and reasons for assessment. (i.e. available resources, Skills, Current access, Future needs, etc.) **Page**
- Explain how the data was used in formulating goals and objectives. (E-rate) **Page**

<b>Description:</b> Goals and objectives should be a reflection of the needs assessment data collected.
<b>Strengths:</b>
<b>Weaknesses:</b>
<b>Suggestions:</b>

#### 4. Three Year Goals and Objectives (E-rate, Title II Part D Requirement)

- State goals that address staff development, curriculum integration, infrastructure, student learning. **Page**
- Explain how the district's goals and objectives support your vision and address the learning / teaching needs of students. **Page**

##### **Description:**

The stated goals should be measurable, realistic, and should reflect the needs determined by the data collected from your district's needs assessments.

##### **Strengths:**

##### **Weaknesses:**

##### **Suggestions:**

### CHAPTER 2 – TECHNOLOGY INTEGRATION AND PROFESSIONAL DEVELOPMENT

#### 5. Curriculum Integration (E-rate, Title II Part D Requirement)

- Explain how the Technology Plan relates to your district's Consolidated Application/School Improvement Plan. **Page**
- Explain the process your district is now using to integrate technology into the curriculum **Page**
- Explain your district's plan for assisting staff with the integration of technology in the future. **Page**
- Explain how technical support is provided for curriculum integration of technology **Page**
- Explain how your district is currently addressing distance learning in your curriculum. **Page**
- Explain your district's plan for addressing distance learning in the future. **Page**

##### **Description:**

Explain what the district is currently doing in regards to technology integration in the curriculum including distance education. Then explain the plan the district will use to increase curriculum integration including the area of distance education.

##### **Strengths:**

##### **Weaknesses:**

##### **Suggestions:**

## 6. Staff Development (E-rate, Title II Part D Requirement)

- Explain the content of your staff development training (i.e. integration training, personal skills enhancement training, maintenance and support training, distance learning training, new technologies, etc). Include as much detail as possible (i.e. length of training, person(s) responsible, projected dates, content, etc). **Page**
- Explain how the scope and sequence of staff development training will be determined? **Page**
- Explain how your district is currently addressing staff development in the area of distance learning. **Page**
- Explain your district's plan for addressing the future needs of distance learning in the area of staff development. **Page**
- Explain the professional development follow-up that will be provided for **all** planned staff development trainings.. **Page**

### Description:

Staff Development includes both certified and non-certified staff. It should focus mainly on the above listed areas.

### Strengths:

### Weaknesses:

### Suggestions:

## CHAPTER 3 – INFRASTRUCTURE AND IMPLEMENTATION

## 7. Inventories (the following may be attached separately) (E-rate, Title II Part D Requirement)

- List the districts technology inventory (such items as Computers, Servers, Hubs, Cameras, Graphing Calculators, TV's, Telecommunications equipment, Distance Learning Equipment, etc) **Page**  
**Public School Districts** meet this requirement through the annual technology survey Submitted to the K-12 Data Center for more information please contact [gay.pickner@state.sd.us](mailto:gay.pickner@state.sd.us)  
**Private Schools** who do not utilize the above site (which is available to them) for inventory will need to address this item in detail and **must be kept on file at the district for audits** .
- Describe what records management information you are maintaining on the district's technology equipment. (i.e. Hard drive size, RAM, Processor speed, video capability, networked, etc). **Page**
- List software licenses and quantity of each. **Page**
- Explain the districts' software review and new purchase plan to replace outdate software. **Page**

### Description:

The District should know what equipment, software and licenses it holds and retain current information records on the items. The second bullet "describe what records management information" refers to the categories of information that the district keeps on its technology. We need to know what **type of information** is being kept by the district. However, we do not need the specific compiled data for the district. For example: *The XYZ District keeps information on hard drive size, RAM and processor speed. We currently do not keep records on whether a computer has video capability or type of external ports. We also maintain date of purchase, building location, and which dollars purchased the equipment.*

**Strengths:**

**Weaknesses:**

**Suggestions:**

**8. Facilities and Model Classroom Configurations ( the following may be attached separately)**

**(E-rate, Title II Part D Requirement)**

- Include your present facility and configurations as a schematic. **Page**
- Explain the districts plan to review and update facilities and make modifications to the network. **Page**

**Description:**

This section must include a 3 visuals

1. a schematic of your districts LAN/WAN Configuration including firewall, servers, routers/hubs, switches.
2. a schematic of a typical classroom including number of RJ45 end connectors and total networked computers
3. a schematic of a typical lab setting including number of RJ45 end connectors and total networked computers.

**This section is to provide a reference point for new purchases in relation to the district's current infrastructure. Its purpose is to help show a need or provide evidence of current infrastructure when developing a plan for replacement and new equipment.**

**Strengths:**

**Weaknesses:**

**Suggestions:**

## CHAPTER 4 – ACTION PLAN

### 9. Three Year Action Plans **(E-rate, Title II Part D Requirement)**

- Provide an action plan for each goal. Action plans must include: all goal activities, timelines, person(s) responsible, projected funding and assessment plan. Page

**Description:** this format should be used.

**Goal:**

This table should be filled out for each activity to be carried out under each goal.

Activity	Specific goals and objectives the activity addresses as stated in the district's technology plan	Person(s) responsible	Timeline	Projected Cost	Assessment used to measure impact

**Strengths:**

**Weaknesses:**

**Suggestions:**

## CHAPTER 5 - POLICIES

### 10. Acceptable Use **(E-rate, Title II Part D Requirement)**

- Explain how the district addresses personal use of online services for: students, staff and community. Page
- Explain how the district controls access for: students, staff and community. Page
- Explain how the district addresses ownership of software and data. Page
- Explain how the district protects confidentiality of records. Page
- Explain the consequences for violating your Acceptable Use Policy for: students, staff and community. Page
- Attach Acceptable Use Policy. Page

**Description:**

**Both Student and Staff use must be addressed**

**Strengths:**

**Weaknesses:**

**Suggestions:**

## 11. Distance Learning Policy (State Requirement)

- **Explain how your policy addresses** video-conferencing AND internet-based distance learning (e.g. WebCT)
  - Explain the District's plans for distance learning in the next 3 years. **(E-rate, Title II Part D Requirement)** **Page**
  - *The following information is optional but is recommended depending on your district's level of involvement with distance education.*
    - Include distance learning mission statement; (optional but recommended) **Page**
    - Academic - Academic calendars, accreditation of programs, course quality, course and program evaluation, Carnegie units, grading, admission, and curriculum review and approval processes; **Page**
    - Fiscal, Geographic, Governance - Tuition rates, consortia agreements, contracts with collaborating organizations, board oversight, administration cost, and tuition disbursement; **Page**
    - Faculty – Compensation and workloads, design and development incentives, staff development, and faculty support; **Page**
    - Legal – Intellectual property agreements and copyright; **Page**
    - Student - Student support, academic advising, library services, student privacy; and **Page**
    - Technical – Technical support, hardware/software, and access. **Page**
- Attach Distance Learning Policy **Page**

### Description:

Each District should address distance learning. If as a district, you are young in the use of distance education simply include your future plans for distance education. The more a district uses distance education, it is suggested the other areas be address. Since distance education is a use of telecommunications lines it is recommended that the district take time to think about and address the above mentioned items if applicable to your situation.

### Strengths:

### Weaknesses:

### Suggestions:

## 12. Children's Internet Protection Act (E-rate, Title II Part D Requirement)

- Explain the district's CIPA safety policy and this policy must include the use of filters to protect against access to the visual depictions outlawed in the act. **Page**

Address:

- access by minors to inappropriate matter on the Internet and the web;
  - the safety and security of minors when using electronic mail, chatrooms and other forms of direct electronic communications;
  - unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
  - unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
  - measures designed to restrict minors' access to materials harmful to minors.
- Describe the districts policy for monitoring and updating blocking/filtering software. **Page**
  - Provide date(s) the district conducted a public meeting(s) on Internet safety / technology protection, noting any actions taken. **Page**

### **Description:**

This Section should include the date that the first public meetings were held to create awareness about internet safety in your community.

### **Strengths:**

### **Weaknesses:**

### **Suggestions:**



### 13. Three Year Telecommunications Services and Equipment. **E-rate, Title II Part D**

#### **Requirement**

Telecommunications is defined as “the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received”. This includes voice, video, and data transmission links that enable schools to receive telecommunications and Internet access service.

- Explain your policy for usage/maintenance/upgrading of telecommunications equipment (**Voice**- cellular phones, pagers and paging services, telephone service, two-way radios, answering machines, voice messaging systems, alarm telephone lines, homework hotline services, long distance telephone service, etc.; **Data**-routers, hubs, ATM switches, web servers, internal data lines, domain name registration, firewall service, WAN, access points, antennas, battery backup, etc.; **Video**-ATM switches, Monitors, interactive televisions ITV, Video equipment, Video services, etc.) **Page**
- Explain the district’s plan to maintain, review and update obsolete technology regarding (data, video, and voice) **Page**
- Explain the district’s plans for the future procurement and expansion telecommunication services and equipment (data, voice, and video). **Page**
  - Include how the district will acquire additional equipment (voice, data, and video)
  - Explain what kinds of equipment will be acquired and;
  - Include plans for maintaining and upgrading the current system (voice, data, and video).

#### **Description:**

##### **Description:**

Telecommunications is defined as “the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received”. This includes voice, video, and data transmission links that enable schools to receive telecommunications and Internet access.

The state applies on behalf of the district for some data and video and voice telecommunication services. Therefore it is important that your plan include information regarding voice, video, and data. For example: if under video you will rely on the state to procure new equipment, determine what equipment that will be and provide maintenance on the existing video conferencing units you have in your district, then you will need to indicate this on the three year plan. This section then must include what new equipment for all areas (video, voice, and data) that your district plans to purchase in the next three years, how the current systems are maintained and upgraded, and how the district plans to acquire the new equipment.

##### **Strengths:**

##### **Weaknesses:**

##### **Suggestions:**

## CHAPTER 6 – FUNDING SOURCES

### 14. Funding Source. (E-rate Requirement)

- Explain the funding sources for each activity in the district's Technology Plan. Page
  - Telecommunication Services
  - Hardware
  - Software
  - Professional Development
  - Other Services identified in the technology plan
- May be a narrative or table. Page

Activity (from action plan)	Category of funding (listed above)	Funding source

#### Description:

This section is to provide how the district plans to fund each of the activities and goals listed in the plan. Possible funding sources might include general fund, capitol outlay, title I, II funds, business contribution, etc. Applying for future grants is not a permissible funding source.

#### Strengths:

#### Weaknesses:

#### Suggestions:

## CHAPTER 6 - EVALUATION

### 15. Evaluation (E-rate, Title II Part D Requirement)

- Describe the process for evaluating the district's overall Technology Plan. Page
- Describe the continuous evaluation process of this technology plan. Include how the evaluation process will adapt for changing circumstances, new technologies and changing needs of the district.
- Explain the measures taken for evaluating the impact of the plan on student performance. Page
- Explain the process should the Technology Plan need adjustments made prior to expiration date (note updates/addendums can be submitted yearly on a three year approved plan). Page

- If this plan requires District Board of Education approval include the date approved. **Page**
- **Amend and submit all revisions made during the cycle of this plan in a timely manner to the South Dakota Department of Education.**

**Description:**

Every technology plan must have a clear method in place for evaluation of its effectiveness. There must be a plan for ongoing evaluation and summative evaluation of the plan.

**Strengths:**

**Weaknesses:**

**Suggestions:**